



APPLICATION FOR EMPLOYMENT CITY OF KINGSFORT, TENNESSEE

The City of Kingsport, Tennessee is an **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**. Qualified applicants are considered for positions without regard to race, color, religion, sex, national origin, age, or the presence of a non-job related medical condition or disability.

NOTICE: The City of Kingsport maintains a non-smoking workplace. Smoking is prohibited in all City facilities and motor vehicles.

This document is a public record and open to inspection by any citizen of the State of Tennessee pursuant to TCA section 10-7-503.

ANSWER ALL QUESTIONS – PLEASE PRINT OR TYPE

Incomplete applications or applications containing any information other than what is requested will be automatically disqualified from consideration.

Position Title _____ Date _____
(as stated in Job Announcement)

Name _____
(First) (Last)

Present Mailing Address _____
(Street & No.) (City, State, & Zip)

Telephone _____
(Area Code/Home) (Area Code/Work) (Area Code/Cell/Other)

How did you hear about this position vacancy? (Please circle one)

Newspaper - TV Ad - Career Center - Website - Other _____

Revised 09/12/08

EDUCATION (GIVE COMPLETE EDUCATIONAL HISTORY BELOW)

High School Attended: _____
(Name) (City & State)

High School Diploma or GED: ☐ Yes _____ ☐ No _____

College/University/ Trade or Business Schools Attended	City/State	Degree Earned	Major Area of Study

List technical/professional licenses or certificates of training: _____

List office equipment you can operate: _____

List vehicles or other heavy equipment you can operate: _____

REFERENCES: Use three persons who are not related to you and who would have knowledge of your qualifications for the position (s) for which you are applying, such as former co-workers, teachers, etc. Do not repeat names of supervisors listed under employment data.

Name	Address	Yrs. Known	Phone

EMPLOYMENT HISTORY: Describe in **DETAIL** your employment history beginning with your present or most recent employer and list all positions held, including military, part-time, summer, and significant work. Details of unemployment must be included. You may **NOT** submit a resume in lieu of completing this employment history. Use additional page(s) if necessary.

Current or Last Employer	Address	Phone Number
Official Job Title	Supervisor Name	Reason for Leaving
From (Month/Year) To (Month/Year)	Hours Per Week	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Starting Salary \$_____ Ending Salary \$_____		
Description of Duties & Responsibilities:		

Current or Last Employer	Address	Phone Number
Official Job Title	Supervisor Name	Reason for Leaving
From (Month/Year) To (Month/Year)	Hours Per Week	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Starting Salary \$_____ Ending Salary \$_____		
Description of Duties & Responsibilities:		

Current or Last Employer	Address	Phone Number
Official Job Title	Supervisor Name	Reason for Leaving
From (Month/Year) To (Month/Year)	Hours Per Week	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Starting Salary \$_____ Ending Salary \$_____		
Description of Duties & Responsibilities:		

SUPPLEMENTARY DATA

Have you ever been employed by the City of Kingsport in the past? YES ☐ NO ☐

If yes, please give the dates of employment, position(s) held, and state your name while employed, if different from present name. _____

Do you have any relatives employed by the City of Kingsport? YES ☐ NO ☐

Are you legally eligible to work in the United States? YES ☐ NO ☐

Do you hold a valid driver's license? YES ☐ NO ☐ State _____ Class _____

Have you had any convictions or paid a fine for any traffic violations within the last three (3) years? YES ☐ NO ☐ If yes, give Date, Place, Offense / Charge and Disposition of Case _____

Have you **EVER** been convicted of driving under the influence / driving while intoxicated? YES ☐ NO ☐ If yes, give Date, Place, Offense / Charge and Disposition of Case _____

Have you **EVER** been convicted of a **FELONY**? YES ☐ NO ☐ (A conviction record will not necessarily be a bar to employment and factors such as age, time of the offense, and nature of the violation will be taken into consideration.) If yes, give Date, Place, Nature of Offense / Charge and Disposition of Case _____

PLEASE CONTINUE TO THE NEXT PAGE

AUTHORIZATIONS

I authorize investigation of all statements contained in this application, and I understand that any misrepresentation by me during the application or interview process will result in withdrawal from consideration for employment or my immediate discharge if I am hired, regardless of when discovered. I also indemnify the City of Kingsport against any liability, which might result from making such investigation.

I hereby authorize any person or organization whose name I have given as a reference, or by whom I have been previously employed, to furnish the City of Kingsport any information they may have concerning me, and I hereby release all such persons and organizations from any claims for damages, financial or otherwise.

I hereby authorize investigation of any financial records, criminal records, or driving records.

I agree, if employed, to abide by all the rules, regulations, and ordinances of the City of Kingsport.

I understand that if I am employed by the City of Kingsport this "Application for Employment" will not constitute a contract of employment; employment is at-will.

I further understand that this position is subject to mandatory direct deposit for payment of net pay.

NOTICE TO APPLICANTS

If you are selected for employment, your employment with the City of Kingsport is conditioned upon you passing the City's post offer medical examination and, if applicable, drug and alcohol test. In the event of a confirmed positive drug and alcohol test result, or if the medical examination discloses any reason you cannot perform the essential functions of the position which you have been offered and there is no reasonable accommodation that would enable you to perform the essential functions, the offer of employment may be retracted.

I CERTIFY THAT THE INFORMATION I HAVE GIVEN IS TRUE AND CORRECT.

Signature _____
(Please sign full name)

Date _____

**STATISTICAL DATA INFORMATION
CITY OF KINGSPORT**

In effort to comply with federal and state employment laws regarding equal opportunity employment, we are requesting information to be used as statistical data only. You **DO NOT** have to complete this form. Any information you do **PROVIDE VOLUNTARILY** will be treated confidentially and will not be used for or have any effect on any hiring decision.

Position Title _____
(as stated in the Job Advertisement)

Sex: Male ☐ -OR- Female ☐

Race or National Origin: (check one)

- ☐ White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- ☐ Black or African American: (not of Hispanic origin): All persons having origins in any of the original peoples of Africa.
- ☐ Hispanic or Latino: All persons of Mexican, Puerto Rican, Cuban, Central American, or other Spanish culture or origin, regardless of race.
- ☐ Asian: All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, China, India or Japan.
- ☐ Native Hawaiian or Pacific Islander: All persons having origins in any of the original peoples of Hawaii or the Pacific Islands. This area includes, for example, the Philippine Islands and Samoa.
- ☐ American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition
- ☐ Two or More Races (not Hispanic or Latino): All persons who identify with more than one of the above six races.